

**BURNSVILLE TOWN COUNCIL**  
**Special Meeting, Work Session - Monday, February 15, 2021**

On Thursday, February 15, 2021, the Burnsville Town Council, with members Mayor Theresa Coletta, Judy Buchanan, Denise Collier, Bunnie McIntosh and Russell Fox present, held a special meeting at the Burnsville Town Center. Also in attendance were town staff members Heather Hockaday, Niles Howell, Leslie Crowder, Chad Fox and Corbin Cooper; and visitor EDC Director Jamie McMahan. The Mayor, who presided, called the meeting to order at 5:34pm. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Mayor Coletta welcomed everyone and yielded the agenda to the Town Administrator Heather Hockaday.

Mrs. Hockaday explained that the goal of the work session was to discuss and review water and wastewater projects, priorities, cost estimates, funding options, and internal strategic planning.

**Water Projects** - Mrs. Hockaday led a discussion on current and high priority water projects. She mentioned the details of upgrades being made to the water plant, a project currently in progress. High priority projects discussed included an upgrade to the Bolens Creek raw water line, updates to the CIP, Asset Management Plan, GIS map, upgrades to the Cane River water intake, replacing East and West Main Street water main lines, installing a water line extension to Hickory Springs, and improvements to the Shepherds Way lift station.

**Wastewater Projects** - Mrs. Hockaday began with a discussion of two completed wastewater projects, the .3 treatment train rehab and the repairs to the Force Main. Repairs to the OMC pump station, currently in progress, were discussed. Mrs Hockaday also made the Council aware of several high priority projects that the Town needs to consider including a replacement of the East Main interceptor line, updates to the CIP, Asset Management Plan and GIS map, a rehab of the .5 treatment train, upgrades to the sewer plant, repairs to the Bakers Creek pump station and Meadow Road sewer line, and the legal transfer of the East Yancey Sewer District to the Town of Burnsville.

Identifying the Towns most critical needs and funding sources were discussed. Mrs. Hockaday reminded the Council that some sources would require the Town to raise rates and recommended that a rate study be done to understand the Town's borrowing capacity. She mentioned that if the extraneous inflow and infiltration could be eliminated, the wastewater system could handle an additional three thousand homes.

**Discussion of On-Call Engineering** - Mrs. Hockaday said that engineering, in coordination with staff, will be needed to help prioritize upcoming projects. She explained that having multiple on-call engineering services would have several advantages and help to maintain compliance with the Mini-Brooks act. Council members were in agreement to direct staff to send out RFQs to engineering firms, then have a committee evaluate and score the offers.

**Discussion of SOC agreement with DEQ** - Mrs. Hockaday and staff were informed that an application must be completed before moving forward on the agreement. The application requires an independent certification from an independent expert, stating that the steps of the agreement need to be completed for the wastewater system to come into compliance.

Conversations with the State have suggested that projects such as completing the OMC pump station, connecting to the Micaville sewer system, repairs to the West Main interceptor, and upgrades to the .5 treatment plant be included in the agreement.

State officials have said an agreement would lift the tap moratorium but not the extension moratorium. They've expressed a willingness to amend the agreement if necessary changes occur as long as the Town is diligently working toward the goals of the agreement.

### **Internal Strategic Planning 2021**

1. **Building Maintenance and Repair** - Mrs. Hockaday expressed the importance of assessment, audits, and capital improvement plans. She mentioned that energy audits were done recently on the sewer and water treatment plants by Rural Water at no cost. Mrs. Hockaday and Reid Conway from DEQ also met to discuss energy usage and having Waste Reduction Partners perform energy audits on Town buildings to help improve efficiency.
2. **Town Center roof** - Estimates for repairs to the Town Center roof were discussed. Fire Chief Niles Howell also mentioned the need for repairs at the Fire department.
3. **ADA issues/Town Hall accessibility** - A discussion of options to make the Burnsville Town Hall more ADA compliant was had. Mayor Theresa Coletta expressed her desire to have Town Hall completely ADA compliant and emphasized that installing an elevator should remain a priority.
4. **Design and Remodel of old Fire Department building** - Mrs. Hockaday had a discussion with Jason Miller of ASU about having the students design a remodel of the old fire department. A meeting will be held on February 19th to review the proposal with staff to see if the project is possible. The Mayor and Council were strongly supportive of Police and Public Works having a better work environment.

**Energy Efficiency/Sustainability** - As discussed earlier, energy audits have begun on some facilities. Information from Waste Reduction Partners will help the Town develop a plan to improve energy usage.

### **Organizational**

1. **Creating continuity in management/form of government** - Mayor Coletta spoke to how valuable it has been having Heather Hockaday as Town Administrator and Lawyer. She said moving toward a Manager-Council form of government would add continuity and create a more effective and efficient government.

EDC Director Jamie McMahan added what an advantage it was to have an administrator on a day to day basis, allowing for greater stability. He felt that Burnsville is at a place where it is essential to have a position that oversees long term planning. He also mentioned the ability of the council to delegate certain authorities to the Manager and would urge the Council to consider what the change would look like.

Mayor Coletta felt that having a manager in charge would be good responsible government and that the council should put changing the form of government on an upcoming agenda.

Bunnie McIntosh said that the NCLM highly recommended that local municipalities have a manager and she urged the Council to seriously consider the issue.

Members Denise Collier and Russell Fox were supportive of considering the change at a future meeting.

Mayor Coletta reiterated the importance of consistent leadership and asked Mr. McMahan to be available to answer any questions that the Council may have.

2. Future personnel planning and recruitment - Mrs. Hockaday updated the Council on the need to address issues with a large number of employees nearing retirement and how best to recruit new employees.

**Legal** - A discussion on updating the General Code and Zoning Ordinances was tabled until a later date.

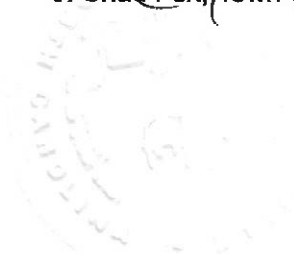
**Next Town Council Meeting**

Regular meeting - March 4, 2021

There being no further business, the meeting adjourned at 7:48pm.

  
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J. Chad Fox, Town Clerk

  
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Theresa Coletta, Mayor



## WASTEWATER

Complete	In Progress	Incomplete			
<b>PROJECT</b>	<b>COST ESTIMATE</b>	<b>ACTUAL COST</b>	<b>FUNDING SOURCE</b>	<b>PRIORITY</b>	
.3 Treatment Train Rehab	\$495,000	\$525,588	Town's Savings		
Force Main	\$135,000	\$128,000	Debt Service- SRF		
OMC Pump Station/splitter box and connection to EY WWTP	\$695,000	\$695,000	Debt Service- SRF		
West Main Interceptor Line to Sewer Plant	\$2,000,000	2,000,000	CDBG- I Grant		
East Main Interceptor Line	\$2,000,000				1
Update CIP and Asset Mgmt Plan	\$10,000				2
.5 Treatment Train Rehab	1,000,000				3
Sewer Plant Upgrades	680,000				3
Bakers Creek Pump Station	\$500,000				4
GIS of System	\$25,000				5
Meadow Rd Sewer Line *along the creek*	\$450,000				6
Legal transfer from EY Sewer District to Town- Right of Ways Assets	\$15,000				This will be done when EY Sewer line is finished
<b>Total Incomplete Projects</b>	<b>\$4,680,000</b>				

## WATER

Complete	In Progress	Incomplete			
PROJECT	COST ESTIMATE	ACTUAL COST	FUNDING SOURCE	PRIORITY	
Upgrades at Water Plant	\$372,000- Loan & \$114,000- Grant	\$342,000	Debt Service- SRF and Grant		
Raw Water Line from Bolens Creek/US 197 to Water Plant- 6 inch line to 10 inch line	\$1,000,000				1
Update CIP and Assesmt Mgmt Plan	\$10,000				2
Cane River Raw Water Intake	\$750,000				3
East Main Water Main Line	\$2,000,000				4
West Main Water Main Line	\$2,000,000				4
Bolens Creek Raw Water Line	\$1,600,000				5
GIS of System	\$48,000				6
Water Line Extension to Hickory Springs	\$1,400,000				7
Shepherds Way Lift Station	\$25,000				8
<b>Total Incomplete Projects</b>		\$8,833,000			